

## Information available from ...CRICK Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	20p per page + postage
Who's who on the Council and its Committees	Hard copy and/or website	Ditto
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Ditto	Ditto
Location of main Council office and accessibility details	20 Bury Dyke, Crick	
Staffing structure	One clerk	
	Hours 12md – 8pm	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy only	20p per page + postage
Annual return form and report by auditor	Hard copy only	Ditto

Finalised budget	Hard copy and/or website	20pcopy +post
Precept	Hard copy	Ditto
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy and/or website	Ditto
Grants given and received	Hard copy only	Ditto
List of current contracts awarded and value of contract	Hard copy only	Ditto
Members' allowances and expenses	Hard copy only	Ditto
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	20p per page + post
Parish Plan (current and previous year as a minimum)	Hard copy and/or website	Ditto
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	ditto	Ditto
Quality status	Not applicable, as yet	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy and/or website)	20p per page + postage
Current and previous council year as a minimum	2009/10 and 2010/11 monthly minutes	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website	ditto
Agendas of meetings (as above)	Hard copy and/or website	Ditto
Minutes of meetings (as above) – nb this will exclude information that is properly	2009 – hard copy only	ditto

regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from PC minutes	20p per page
Responses to consultation papers	Available from PC minutes	Ditto
Responses to planning applications	Available from PC minutes Or <a href="http://www.daventrydc.gov.uk">www.daventrydc.gov.uk</a>	Ditto
Bye-laws	Hard copy only	Ditto
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	Ditto
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and or website Standing Orders being amended	Ditto
Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Contact Clerk – hard copies only available No current vacancies	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Contact Clerk	
Records management policies (records retention, destruction and archive)	Contact Clerk	
Data protection policies	Contact Clerk	
Schedule of charges )for the publication of information)	20p per page + postage	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Burial records – hard copies only	20p per page
Assets Register	Hard copy and/or website	Ditto
Register of members' interests	Hard copy and/or website	Ditto
Register of gifts and hospitality	Nil to-date 2000-2010	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)	(hard copy or website; some information may only be available by inspection)	Postage only
Current information only		
Allotments	Via Bill Fursman 01788 823057	
Burial grounds and closed churchyards	Records held by the Clerk	

Community centres and village halls	Details available from the Clerk	
Parks, playing fields and recreational facilities	Ditto	
Seating, litter bins, clocks, memorials and lighting	Ditto	
Bus shelters	Not applicable	
Markets	Ditto	
Public conveniences	Nil	
Agency agreements	Details available from the Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Details available from the Clerk	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Clerk – Ray Candelent – 01788 822448 – Email - ray.candelent@tesco.net**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @20.p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> . class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority